

# Global Addition Request Form

Please Note All Required Fields are in Bold.

Requestor: \_\_\_\_\_ Purpose: \_\_\_\_\_  
Date: \_\_\_\_\_

## Appeal:

New - (Please create the appeal.)

Appeal Description: \_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

OR

Existing -

Appeal ID: \_\_\_\_\_

Package ID: \_\_\_\_\_

Query Name: \_\_\_\_\_

Date (that the appeal was sent): \_\_\_\_\_

Comments: \_\_\_\_\_

## Action:

Query Name: \_\_\_\_\_

Category: \_\_\_\_\_

Type: \_\_\_\_\_

Action Date: \_\_\_\_\_

Solicitor(s): \_\_\_\_\_

Status: \_\_\_\_\_

Completed? Y/N      Date Completed: \_\_\_\_\_

Campaign: \_\_\_\_\_

Fund: \_\_\_\_\_

Proposal: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Participants for an Event: Please note that each type of participant must have its own query and the query type must be individual or organization.

Event ID: \_\_\_\_\_

Registrants - Query Name \_\_\_\_\_

Guests - Query Name \_\_\_\_\_

Sponsors - Query Name \_\_\_\_\_

Participation: \_\_\_\_\_

Status: \_\_\_\_\_

Invited? Y/N      Date: \_\_\_\_\_

Registered? Y/N      Date: \_\_\_\_\_

Attended? Y/N      Date: \_\_\_\_\_

For Office Use ONLY:

Date Received: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_